

**Commonwealth Information Security Council
Small Agency Committee Meeting
July 21, 2008
2:00-3:00
CESC (Madison)**

Small Agency Outreach Committee members attending:

Ron Necessary, DOA (Teleconference)
Goran Gustavsson, APA
Rob Jenkins, DJJ

Small Agency Outreach Committee members absent:

Bob Auton, DJJ
Doug Mack, DMV
Ross McDonald, DSS
Aaron Mathes
Jack Spooner, DOA

Also Attending:

Ed Miller, DOA (Teleconference)
Matt Teasdale, DOA (Teleconference)
Peggy Ward, VITA
Mauri Shaw, VITA

Topic: Small Agency Assistance (Ed Miller, DOA, Ron Necessary, DOA)

- DOA Small Agency Program Assistance
 - Hired Matt Teasdale and Ed Miller to address ISO Security needs of small agencies.
 - "Top 10" priority list of agencies completed that need assistance with addressing ISO Security requirements. (SOC, SW VA Higher Ed, Virginia State Bar, Court of Appeals, VMNH, VA College Savings Plan, VDFP, Capital Police, Division of Legislative Services, and VA Tourism, Board of Accounting and Dept Deaf and Hard of Hearing)
 - DOA checking APA SJR review (update) of small agencies.
 - DOA developing an MOU for services for small agencies.

**Commonwealth Information Security Council
Small Agency Committee Meeting
July 21, 2008
2:00-3:00
CESC (Madison) (cont)**

Topic: Survey of small agencies (Rob Jenkins, DJJ)

Agency survey is completed and on website – (Mike McDaniel) - ISO's need to ask for access to the survey results. Also developing a "tool kit" for ISO's. Committee is looking at providing a network of Subject Matter Experts (SME's). Also checking on message boards

Topic: Miscellaneous (P Ward, VITA, R Jenkins, DJJ)

DJJ is offering up its Security Policy working doc for an example for agencies to use.

MOAT Training- the LMS (Learning Management System) is being considered as a replacement for MOAT.

SSN – new requirements for using SSN info were presented at the last ISOAG meeting – committee members encouraged checking it out on the ISOAG meeting site.